

## **BY LAWS**

### **HAMPTON AND SCOTLAND SCHOOL READINESS COUNCIL**

*Adopted May 31, 2006*

*Amended January 30, 2018*

*Amended February 26, 2019*

*Amended February 25, 2020*

*Amended January 25, 2022*

#### **I. Name of Organization**

The name of the organization shall be the Hampton and Scotland School Readiness Council.

#### **II. Declaration of Purpose**

*The purpose of the Hampton Scotland School Readiness Council is to provide high-level quality programming for all eligible children. The council will do this by:*

- 1) Advocating for public policy and develop and implement a long-range plan which is consistent with the core principles and definition of school readiness, including birth through kindergarten.
- 2) Making recommendations to the elected officials, the Boards of Education of the towns of Hampton and Scotland, and state officials on issues relating to school readiness.
- 3) Fostering partnerships among the providers of services to young children and families.
- 4) Identifying existing and prospective resources of services available to young children and families and facilitating the coordination of the delivery of those services, birth though kindergarten.
- 5) Exchanging information with other Councils, the community, and other organizations to benefit children from birth through kindergarten and their families.
- 6) Making recommendations concerning transition from early care and education to kindergarten.
- 7) Actively encouraging the participation of the public in the work of the Council.

#### **III. Membership**

- 1) The members shall be jointly appointed by the first selectmen of Hampton and Scotland and the Superintendents of Schools.
- 2) The total membership shall consist of a maximum of 20 members. Hampton and Scotland shall have equal representation of members on the council.
- 3) The School Readiness Council shall be composed of:
  - The chief elected official (The First Selectmen of Hampton and Scotland, or their designee);
  - The Superintendents of Schools or his/her designee;
  - The principals of Hampton and Scotland Elementary Schools;
  - The town or children's librarians of Hampton and/or Scotland (or designee of the library board)
  - Representatives from local programs such as Head start, etc.
  - Parents from each town totaling 25% of active membership
  - One representative from each of the Hampton and Scotland Boards of Education;

- Other community members from the towns that provide services to children
  - A health care provider in the community;
  - McKinney-Vento Liaison
  - A representative from a workforce or job training entity in the community
  - A representative from a local business in the community
- 4) The term of membership shall be for two years and shall allow for optional reappointment by the Council chairperson or co-chairpersons with approval of the chief elected officials and superintendent of schools. Terms shall be from December 1 through November 30.
  - 5) If the First Selectmen or the Superintendent of Schools appoints a designee, that person shall fill the term of the Council membership with voting rights. Each Selectman and the Superintendent of Schools will be allowed to appoint himself or one designee to the Council for the term of membership.
  - 6) Attendance at all meetings is expected. The Council chairperson or co-chairpersons shall review attendance and shall be empowered to remove Council members who have had more than 3 consecutive unexcused absences.
  - 7) Council members may be periodically bringing resource people to the Council meetings. These individuals may not vote and their participation must be recognized by Council chairperson or co-chairpersons.
  - 8) Resignation of any Council member shall be in writing to the chairperson or co-chairpersons of the Council. If no effective date is stated, the resignation shall be effective upon receipt.

#### **IV. Request for Town Membership on the Regional Council**

In the event a Town wants to join the Hampton Scotland School Readiness Council written request from the Town's CEO and the Superintendent of schools must be made to the Co-Chairs of the Council. The requesting Town will attend a Council meeting to discuss benefits and commitments associated with joining. The requesting Town will provide the following documents, financial documentation, meeting minutes, by-laws, most recent grant application and other pertinent documents. The School Readiness Council will vote on the request at the next scheduled meeting. If a Town is accepted and becomes a member, they agree to follow the School Readiness Council protocols and by-laws. Not following the protocols and by-laws of the School Readiness Council, could result in the removal of the Town from the School Readiness Council.

#### **V. Responsibilities of the Council**

Within the stated purposes of the Hampton and Scotland School Readiness Council, the members of the Council shall:

Work closely with programs to support decisions regarding fee collections and collect data that is useful in identifying community income trends and program policy development.

Ensure the practices and policies related to enrollment, eligibility, and fees are followed by all programs receiving SR funding. In addition, the Council shall establish written policies and procedures for implementation of the fee policy and update the policy annually for submission with the local School Readiness application.

Ensure all programs receiving School Readiness funding abide by the Office of Early Childhood's General Policies

- 1) Perform the work of the Council and make recommendations to the towns, Boards of Education, appropriate State of Connecticut departments and legislature regarding early care and education.
- 2) Monitor and evaluate school readiness grant funded programs performance in accordance with state and NAEYC accreditation requirements and standards.
- 3) Recommend changes in and advocate for new town and state policies and programs that are necessary for the development of a coordinated early care and education system that provides equal access to quality care, education and support services for all children from birth through kindergarten in Hampton and Scotland.
- 4) Expand community engagement by conducting activities designed to bring the voices of parents and community members to planning and policy making for young children.

#### **VI. Officers**

- 1) At the regularly scheduled November meeting, the Council shall elect one co-chair from each town for a term of one year.
- 2) The Chairpersons will:
  - a) Preside over all meetings of the School Readiness Council;
  - b) Ensure that all policies of the Council are fully implemented;
  - c) Appoint members of the Council to committees.
- 3) The Council may elect other officers as may be necessary to perform the work of the Council. Should the Council elect additional officers, the terms of service shall be consistent with those of the Co-chairpersons.

#### **VII. Liaison**

- 1) Non-voting member Liaison/Grant Admin Model per the Statute. The Liaison is responsible for the coordination and program evaluation of the School Readiness Grant. One primary responsibility is to recruit other eligible programs for potential funding.

#### **VIII. Meetings**

- 1) The Council shall have regular meetings on a schedule determined by the Council. There shall be a minimum of six meetings per year. Meeting dates will be scheduled at least one month in advance.
- 2) Special meetings of the Council may be called by Chairperson(s).
- 3) A quorum shall consist of a simple majority of the School Readiness Council in office at the time of the meeting including at least one of two Co-chairs (or either Chair or Vice Chair) one Chief Elected Official

from Scotland or Hampton (or their designee), and or a Superintendent or designee from either Elementary School, or one parent representative. There must be representation from both towns.

4) Decisions of the Council shall be made on a majority of those voting in the presence of a quorum.

5) Meetings will be run according to modified Roberts Rules of Order.

6) Each meeting will include at least one audience of citizens, allowing the public to address the Council.

### **VIII. Committees**

Committees shall be created by the Council and appointed by the chairperson or co-chairpersons to handle a broad range of topics relating to early care and education and to handle the work of the Council. Committee membership may include non-council members. The committees may include the following:

- 1) Needs assessment/resource inventory
- 2) Program Development/Design
- 3) Policies and Procedures
- 4) Monitoring and Evaluation

Ad hoc committees may be added or removed at the discretion of the Council. The actions of the committees are in the form of recommendations to the Council for further consideration and final action by the general council.

### **X. Conflicts of Interest**

Council members and committee members shall disclose to the School Readiness Council any and all conflicts of interest that arise. Council members and committee members may not vote on policies or applications which they have expressed a conflict of interest. In the event that a Council member questions whether a conflict exists, the issue shall be decided by a majority vote of the Council.

### **XI. Amendments**

The by-laws may be amended at any regularly scheduled Council meeting by a majority vote of the members present, provided that the proposed change has been read at the previous regularly scheduled meeting and circulated with a call for the meeting.